TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

2024

Please <u>print clearly</u>.

Student Last Name: _____

Student First Name: _____

Student Homeroom: _____

I understand that it is a privilege to use the technology resources at Immaculate Heart of Mary (IHM) School, and I agree to abide by the following rules.

1. I will treat my device with care at all times.

2. I understand that my family will need to cover the costs of any repairs to my device if I purposely or accidentally damage it.

3. I will use technology only as instructed and only for academic purposes.

4. I will use only my own username and password to log onto a school device, or the username and password provided by my teacher.

5. I will obey the IHM School Honor Code and create my own work without the use of Artificial Intelligence (AI) unless authorized by my teacher. I will use only royalty-free and copyright-free graphics and music for any of my school computer projects.

6. I will not change the settings of the IHM School devices unless instructed to do so.

7. I will not use IHM School's or other computers to harm my classmates, my teachers, my family, or myself. I will keep my password private and will not allow other users to access my account.

8. I will not use technology to access inappropriate information on the Internet or to send unkind or inappropriate information to others. In addition, I will not share personal information on the internet.

9. If given a school email account, I will use appropriate language at all times online and treat others with respect. I assume responsibility for messages I send to others or that are sent to others via my account.

10. I will not attempt to access files, software, games, or other network resources that I am not authorized to access.

11. I will ask for assistance from a teacher if I become aware of a computer, tablet, printer, scanner, microphone, or camera that is not working properly.

12. I will use only my own files or files provided by the teacher. I will not access other students' or teachers' documents without permission. In addition, if I need to bring files in on removable media (such as flash drives), I will check them with antivirus software and only use them if they are found to be clean of viruses.

By signing below, I agree to abide by the Acceptable Use Policy and understand that if I do not follow these rules that my technology privileges may be taken away, and that other disciplinary action may be taken as outlined in the IHM School Parent/Student Handbook.

Sign your first and last name below.   **Date:**

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